

Position Description

Under the supervision of the Director of the Supplier Diversity Program this position is responsible for the development and oversight of the Division's compliance policies and procedures related to the administration of the State's Women-Owned Business Enterprise (WBE) Certification Program. This position will evaluate and coordinate appropriate action in the processing of WBE certifications to both state and non-state applicants and provide essential WBE certification program support for compliance activities. This position will conduct on-site business investigations and serve as lead or technical liaison on complex and problematic certifications. This position will work through consultation with the director in ensuring the appropriateness of WBE certification to a woman owned business. Familiarity with the internet and web-based application processing is strongly encouraged.

Time, Goals and Worker Activities

- | | |
|-----|---|
| 70% | A. Management of the Women Business Enterprise (WBE) Certification |
| A1. | Manage the application process, and annual renewal process of the three-year recertification process for the WBE certification program. |
| A2. | Examine required legal documents and independently determine the need for the submission of additional documentation as part of the desk review of applications. |
| A3. | Identify applications that require an on-site business headquarters visit. Prepare industry specific questions to assist in the interview with the applicant. |
| A4. | Develop and maintain statistical database of businesses in the state that are owned by women containing demographic statistics and information on the type of industries represented, sales volume and growth rates, generation of jobs by both new and existing businesses and other relevant characteristics as required by the statutes. |
| A5. | Maintain the WBE list on the webpage and the application instructions required for WBEs to utilize the on-line application process. |
| A6. | Serve as WBE certification representative at all formal and informal WBE appeal hearings as well as liaising with the Wisconsin Women Council. |
| A7. | Draft correspondence to WBE applicants for supervisor review. |
| A8. | Monitor and compile information for distribution that assists WBE's in utilizing their State of Wisconsin WBE certification for the growth of such businesses. |
| A9. | Oversee the collection of other WBE and generate monthly reports for program budget. |
| 20% | B. Advocacy and Outreach for Wisconsin Women-owned Businesses |
| B1. | Partner with other organizations in Wisconsin including women business WBE certifiers, advocates and member organizations in promoting WBE certification through workshops, webinars and seminars for women. |

- B2. Educate women-owned businesses of the current state and non-governmental WBE certification programs, initiatives and policies.
 - B3. Maintain contact and follow up with requests from agencies, the Governor's Office, Lt. Governor's Office and the Department of Administration about information relating to state certified women owned businesses.
- 10% C. **Policy Development and Management Support**
- C1. Determine the need for revisions to the Administrative Code for the WBE program.
 - C2. Serve on steering and planning committees, boards or other organizational groups to assist in the development of special events and programs geared to help Wisconsin's women owned businesses as it relates to state WBE certification.
 - C3. Provide input for WBE certification program budget process.
 - C4. Other activities and projects assigned by the program director.

Knowledge, Skills and Abilities:

1. General knowledge of state and federal equal opportunity and affirmative action laws, regulations and processes.
2. Experience working with diverse populations.
3. Ability to provide complex office support, such as handling confidential materials, prioritizing, and managing correspondence.
4. Ability to collect, format, and analyze statistical and written data.
5. Ability to collect, analyze, plan, organize and present material.
6. Proficiency in the use of computers, including word processing, spreadsheet and database applications or other application software.
7. Ability to communicate clearly in both oral and written forms.
8. Strong business writing and interpersonal skills.
9. Ability to analyze problems objectively, to make effective recommendations and to assist with the implementation of solutions to these problems.
10. Demonstrated strong organizational ability and ability to multitask.